



Hamilton County Board of Mental Retardation & Developmental Disabilities

Position: Computer Instructor

Department: Leaders in Action

V123-2

Personal transportation required.

Contact:
Michelle Rogers
513-587-7328

Job Location:
Support Center

Qualifications:

Candidate must be proficient in Microsoft Office and/or Publisher or Adobe PageMaker with the ability to communicate effectively with HCBMR/DD staff and individuals with MR/DD.

Duties:

Teach computer classes to individuals with MR/DD, especially those involved in the Self Advocacy program (week days and evenings).

Requirements:

Computer skills in Microsoft Office
Good communication skills

Minimum age: 18

Hours: 2:00 hours per shift

Training:

Life experiences are augmented with mandatory orientation, procedures and process and on-the-job training.

Special Requirements:

None

Environmental Conditions:

1. Has exposure to hazardous driving conditions.
2. Has exposure to hot, cold, wet, humid, or windy weather conditions.